

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Caltrans Equipment Operator I	OFFICE/BRANCH/SECTION D5 Maintenance - Salinas Area	
WORKING TITLE Caltrans Equipment Operator I	POSITION NUMBER 905-610-6890-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of a Caltrans Maintenance Supervisor, the Caltrans Special Programs/Equipment Operator is responsible for operating equipment to supervise Special Program people from Monterey County jail facility and Work Alternative Program for litter removal and landscape labor. Duties include picking up bags and debris not over 50 lbs. with assistance of special program people. Other responsibilities would include monitoring Adopt-A-Highway people for safety issues, distribution of supplies as needed, safety inspections, orientation, bag counts, and reporting to coordinator.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
65% E	Drive 15 passenger inmate and work alternative van requiring Class B Drivers License. Perform Pre-op and Post operational inspections on a variety of vehicles. Responsible person in charge per Chapter VIII Maintenance Manual Vol. I over other Caltrans workers, Special Program Workers, such as California Conservation Corps, probationers, Inmates, etc.
20% E	Operate equipment within Caltrans Highway Maintenance Worker and Caltrans Equipment Operator I range; mostly, but not limited to vans, 6-pack truck with a portable toilet. Follow both written and verbal instructions. Communicate with others. Operate 2-way radios and cell phones. Periodically use a computer. Provide training to others as necessary.
15% M	Will work with Maintenance or Landscape crew if Special Programs People are unavailable performing Regular Operator II duties.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Employee will be placed in charge of a work crew as the responsible person in charge per Chapter VII Maintenance Manual Vol. I over other Caltrans workers, Special Program Workers, such as California Conservation Corps, probationers, Inmates, etc.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of materials, methods, equipment, and tools used in highway Landscape maintenance and construction; provisions of the California Vehicle Code as it pertains to the loading and operation of motor vehicles; and rules and regulations pertaining to highway maintenance practices. Ability to work safe and work effectively alone or with others. Must be able to analyze various work situations effectively and make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Error may expose co-workers and/or the public to possible injury or loss of life. Error may also cause an inefficient use of time and tax dollars through extra expense in the maintenance of highways, or damage to State equipment and facilities. Error may expose the State to liability for damages to public property.

PUBLIC AND INTERNAL CONTACTS

Maintain good relations with the public, Caltrans employees and employees/representatives of other government

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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agencies. May have daily contact with other public agencies and private individuals in the course of their assignment. Contact may be hostile public, the employee is expected to maintain a favorable public image for the Department and the State.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Much of this position is labor intensive. Employee must have physical ability to react quickly to errant motorist.

Note: For standing, walking and sitting, along with several other activities, typical duties are used as examples in various situations to give ranges for the activities. Generally, activities can be broken down into operating equipment 45% of the time on a year-round basis.

WORK ENVIRONMENT

The 40 hour workweek is Friday-Tuesday, 5-8 hour days. The scheduling of the 5/8 days is at the discretion of the Area Superintendent. Employees may be scheduled to work the night shift as needed to meet operational needs with proper advance notice as per the Bargaining Unit 12, Memorandum of Understanding.

May be requested to work scheduled and/or emergency overtime due to storms, callback, special work projects, or to meet operational needs. Overtime will be assigned per the Bargaining Unit 12, Memorandum of Understanding.

Personal safety requirements include but not limited to (as per Illness Prevention Program): Appropriate footwear, in good and sturdy condition, must be worn. Either long or short-sleeved shirts provided by Caltrans, or a safety vest is to be worn over non-safety shirts or coats.

Long pants. No shorts or cutoffs. Provided safety gear; hardhat, safety glasses, hearing protection devices, face shields, gloves, respirator, chaps, or other safety gear must be worn when required by the Department.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE